

PRIVACY POLICY

Privacy Policy

Emerald Teaching is a recruitment agency that offers work-finding services to both clients and job seekers. To provide these services, we must process personal data (including sensitive personal data), and in doing so, Emerald Teaching acts as the data controller.

You may provide your personal information to Emerald Teaching directly, such as through an application or registration form, or via our website. We may also collect your details from other sources, such as job boards. Emerald Teaching must have a lawful basis to process your personal data. For the purposes of offering you work-finding services or providing you with information regarding relevant opportunities, we will use your personal data solely in line with the terms outlined in this statement.

This company monitors its compliance with data protection policies and conducts regular reviews to assess the effectiveness of its data handling and security measures. We also manage information risks in a structured manner, ensuring that management fully understands the business implications of personal data-related risks and manages them appropriately.

Collection and Use of Personal Data: Purpose of Processing and Legal Basis

Emerald Teaching collects personal data (which may include sensitive personal data) and processes it to provide you with work-finding services. The legal grounds for processing your data are as follows:

- Consent of the individual for one or more specific purposes.
- Processing is necessary to fulfil a contract with the individual or to take steps at their request to enter into a contract.
- Processing is necessary for compliance with a legal obligation that the controller is subject to.
- Processing is required to protect the vital interests of the individual or someone else.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

- Processing is necessary for legitimate interests pursued by the controller or a third party, except where such interests are overridden by the rights and freedoms of the individual, especially where the individual is a child.

Legitimate Interests

Where Emerald Teaching has relied on a legitimate interest to process your personal data, the legitimate interest is as follows:

- To comply with legal requirements for providing work-finding services.

Recipients of Data

Emerald Teaching will share your personal data and/or sensitive personal data with the following recipients:

- Payroll providers for the purpose of processing payments.
- Our CRM/ATS system, Vincere, which helps us manage candidate information, track applications, and streamline recruitment processes.

Statutory/Contractual Requirement

Your personal data is required either by law or as part of a contractual agreement (e.g. our client may require this data), or to enter into a contract. You are obliged to provide this data, and failure to do so may have the following consequences:

- If you do not provide the necessary data, Emerald Teaching will be unable to offer work-finding services.

Data Retention

Emerald Teaching will retain your personal data only for as long as necessary. Different legal requirements dictate how long we must keep various types of data.

Under the Conduct of Employment Agencies and Employment Businesses Regulations 2003, we are required to keep records of job seekers for at least one year from the date they were created, or from the last time we provided work-finding services.

We must also retain payroll records, holiday pay, sick pay, and pension auto-enrolment records for as long as required by HMRC and relevant national tax and social security legislation.

If we have obtained your consent to process your personal and sensitive personal data, we will do so in line with our retention policy (a copy of which is attached). Once this period expires, Emerald Teaching will seek further consent. If consent is not granted, we will stop processing your personal data and sensitive personal data.

Your Rights

You have the following rights under data protection law:

- The right to be informed about the personal data Emerald Teaching processes about you.
- The right to access your personal data held by Emerald Teaching.
- The right to correct any inaccuracies in your personal data.
- The right to request the deletion of your personal data in specific circumstances.
- The right to restrict how your data is processed.
- The right to data portability in certain situations.

- The right to object to the processing of your personal data based on legitimate interests or public tasks.
- The right not to be subject to automated decision-making or profiling.
- The right to withdraw consent at any time.

If you have consented to Emerald Teaching processing your personal data and sensitive personal data, you have the right to withdraw that consent at any time by contacting us using the details provided below.

Complaints

If you wish to update your communication preferences or file a complaint about this privacy notice, please contact:

Contact: HR & Compliance Administrator

Email: info@emeraldteaching.com

[Terms & Policies \(https://emeraldteaching.com/terms-and-policies/\)](https://emeraldteaching.com/terms-and-policies/)

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